

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. The second step is to define the problem clearly and concisely. This involves identifying the specific aspects of the problem that need to be addressed.

3. The third step is to develop a plan of action. This involves identifying the steps that need to be taken to address the problem.

4. The fourth step is to implement the plan. This involves carrying out the steps that have been identified in the plan.

5. The fifth step is to evaluate the results. This involves assessing the effectiveness of the actions taken and identifying any areas for improvement.

6. The sixth step is to communicate the results. This involves sharing the findings of the evaluation with the relevant stakeholders.

7. The seventh step is to monitor and review the process. This involves keeping track of the progress of the project and making any necessary adjustments.

8. The eighth step is to conclude the project. This involves finalizing the project and ensuring that all objectives have been met.

9. The ninth step is to reflect on the project. This involves thinking about what was learned from the project and how it can be applied in the future.

10. The tenth step is to celebrate the success. This involves acknowledging the achievements of the team and celebrating the completion of the project.

Ing-Hour Lin

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